

<b>Finance and Administration Cabinet STANDARD PROCEDURE</b>	PAGE: 1 OF 3
ISSUED BY: <b>Office of Administrative Services, Division of Human Resources</b>	
EFFECTIVE DATE: <b>4/20/05</b>	
PROCEDURE # <b>2.10</b>	
SUBJECT: <b>Educational Achievement Award</b>	
DISTRIBUTION CODE: A,B,C,D	CONTACT: <b>Director, Division of Human Resources (502) 564-7233</b>

## **I. PURPOSE**

The Commonwealth has established an Educational Achievement Award (EAA) program which is available to all state employees. The award grants a five (5) percent increase to an employee's base salary based on educational achievement as specified in section II B of this procedure. State agencies are permitted to participate in the program on a discretionary basis. The Finance and Administration Cabinet (Cabinet) shall participate in the program if, on an annual basis, sufficient funds exist to grant EAA awards.

## **II. PROCEDURE**

### **A. Cabinet Participation**

During the first month of each fiscal year, the Secretary of the Cabinet shall determine if sufficient funds are available to award EAAs. If it is determined that there are not sufficient funds to award ERAs, the Cabinet shall issue an memorandum to Cabinet employees advising them of that decision.

### **B. Employee Qualifications**

Achievements which qualify for an EAA are limited to:

1. obtaining a high school diploma, high school equivalency certificate, or a passing score on the GED test,
2. completion of 260 hours (or the equivalent as determined by the Secretary of Personnel) of job-related post-secondary education or training, and
3. completion of the Kentucky Certified Public Manager Program.

### **C. Application For an EAA**

1. An employee requesting an EAA and who meets the criteria set forth in the regulation shall submit an application to their supervisor using the Personnel Cabinet form DPT-10. (7.Forms - 2.10/a)
2. The supervisor shall review the application and indicate approval by signing the DPT-10 (7.Forms - 2.10/a) and sending it through all appropriate levels of agency management.

<b>Finance and Administration Cabinet STANDARD PROCEDURE</b>	<b>PAGE: 2 OF 3</b>
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<b>PROCEDURE # 2.10</b>	
<b>SUBJECT: Educational Achievement Award</b>	

3. The agency head shall send the DPT-10 (7.Forms-2.10/a) to the Division of Human Resources.

#### **D. Application Review**

1. All EAA applications received through the preceding year shall be reviewed during the first month of each fiscal year.
2. The Executive Director of the Office of Administrative Services shall review all EAA applications, submit to the Secretary a list of qualified EAA applications, and determine the availability of funding.
3. If the Secretary approves funding of the EAA program, the list of qualified applicants shall be approved and the Division of Human Resources shall advise the supervisors to submit a [Personnel Action Request](#) (7. Forms - 2.12/a) through the chain of management to the Division of Human Resources
4. If the Secretary determines that a lack of funding prohibits the Cabinet from awarding EAAs for that fiscal year, the list of recommended applicants shall be deferred and maintained by the Division of Human Resources and reviewed during the first month of next fiscal year.
5. Each employee will receive written notification as to the action taken upon the submitted application.

#### **E. Deferred Applications**

If the Secretary approves funding of the program, all applications which have been deferred will be approved and the award granted in that fiscal year.

All deferred applications will be effective as of the date they are approved for funding and not the date of submission.

### **III. REFERENCES**

[101 KAR 2:035 Section 5](#)

[101 KAR 3:045 Section 5](#)

<b>Finance and Administration Cabinet STANDARD PROCEDURE</b>	<b>PAGE: 3 OF 3</b>
<b>ISSUED BY: Office of Administrative Services, Division of Human Resources</b>	
<b>EFFECTIVE DATE: 4/20/05</b>	
<b>PROCEDURE # 2.10</b>	
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#### **IV. FORMS**

[Request for Educational Achievement Award DPT-10 \(7. Forms – 2.10/a\)](#)

[Personnel Action Request \(7. Forms – 2.12/a\)](#)

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**NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE # 1.1 ENTITLED “FINANCE AND ADMINISTRATION CABINET PROCEDURES AND MANUAL.”**

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**DISTRIBUTION CODES:**

<b>A. Senior Management</b>	<b>B. Division Directors</b>	<b>C. Branch Managers/Supervisors</b>
<b>D. Cabinet Personnel</b>	<b>E. Division Personnel</b>	<b>F. Branch Personnel</b>
		<b>G. Attached Agencies</b>

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